



Advisory No.: 2005-1
Date Issued: October 2, 2012

Subject: Small Business Reserve Program

ATTACHMENT TO BPW ADVISORY 2005-1

NOTICE TO BIDDERS/OFFERORS SMALL BUSINESS RESERVE PROCUREMENT

This is a Small Business Reserve procurement for which award is limited to certified small business vendors. Only businesses that meet the requirements set forth in State Finance and Procurement Article, §§14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award. For the purposes of a Small Business Reserve procurement, a small business is a for profit business, other than a broker, that meets the following criteria:

- Independently owned and operated.
- Not a subsidiary of another business.
- Not dominant in its field of operation.

AND

- Its wholesale operations did not employ more than 50 persons.
- Its retail operations did not employ more than 25 persons.
- Its manufacturing operations did not employ more than 100 persons.
- Its service operations did not employ more than 100 persons.
- Its construction operations did not employ more than 50 persons.
- The architectural and engineering services of the business did not employ more than 100 persons.

OR

- The gross sales of the wholesale operations of the business did not exceed an average of \$4,000,000 in its most recently completed three fiscal years.
- The gross sales of the retail operations of the business did not exceed an average of \$3,000,000 in its most recently completed three fiscal years.
- The gross sales of the manufacturing operations of the business did not exceed an average of \$2,000,000 in its most recently completed three fiscal years.
- The gross sales of the service operations of the business did not exceed an average of \$10,000,000 in its most recently completed three fiscal years.
- The gross sales of the construction operations of the business did not exceed an average of \$7,000,000 in its most recently completed three fiscal years.
- The gross sales of the architectural and engineering services of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

If a business has not existed for three years, the employment and gross sales average(s) is the average for each year or part of a year during which the business has been in existence.

Further information on the certification process is available at
eMaryland Marketplace <https://emaryland.buyspeed.com/bs>

